

A. Introduction

These instructions describe the mandatory proposal format and the approach for the development and presentation of proposals. Format instructions must be adhered to, all requirements and questions in the RFP must be responded to, and all requested data must be supplied. Proposals and contracts must be submitted in hardcopy for all volumes identified in this section, Section VIII, Proposal Format and Content. Proposals must also be submitted in softcopy, on a Compact Disk (CD), using Microsoft Office 2000 (or newer version).

It is the bidder's responsibility to ensure its proposal is submitted in a manner that enables the evaluation team to easily locate all response descriptions and exhibits for each requirement of this RFP. All proposal submissions must be clearly labeled "RFP DOF-BIS-010." Submissions must be identified as the Final Proposal or Cost Data (cost data must be sealed and submitted separately from the final proposal) and include the bidder's name and return address.

It is the responsibility of the bidder to ensure that the proposal is received by the procurement official by the date and time specified in Section I, Key Action Dates, at the following location:

Department of General Services
Attention: Karen Miyao
Procurement Division Official
707 West 3rd Street, 2nd Floor
West Sacramento, CA 95605

The withdrawal of any proposal must be made in writing prior to the final proposal submission date and time and must be signed by an authorized office of the bidder. **A verbal request to withdraw a proposal will not be accepted.**

B. Final Proposal Format

The final proposal must be submitted on the date specified in Section I, Key Action Dates, and in the manner specified in Section II, Rules Governing Competition. The proposal must be submitted in the number of copies and format specified.

This section describes the content and format of the individual sections of each volume of the final proposal. The bidder must organize the final proposal into the following sections. Each section must be tabbed. All pages in the proposal must be standard 8.5" x 11" paper. The pages in each section must be sequentially numbered. Page numbers must be located in the same page position throughout the proposal. Figures, tables, charts, etc., must be assigned index numbers and should be referenced by these numbers in the proposal text and in the proposal table of contents. Figures, etc., must be placed as close to text references as possible.

A table of contents for the entire document must be included indicating where each required section is located. The master copy must be marked "MASTER COPY." All documents contained in the master proposal package must have original signatures and must be signed by a person who is authorized to bind the proposing firm. All documents contained in the contract package must have original signatures and must be signed by a person who is authorized to bind the proposing firm. All additional proposal sets may contain photocopies of the original package.

Proposals must address the requirements in Section V, Administrative Requirements, and Section VI, Business Requirements, in the order and format specified in each section. The proposal must respond to all requirements.

The following must be shown on each page of the proposal:

RFP DOF-BIS-010
Name of Bidder
Proposal section number
Page number
Exhibit number (if applicable)

The proposal shall be completely sealed, marked with RFP "DOF-BIS-010" and the bidder's name and address, and must be marked "DO NOT OPEN."

Each sealed proposal container must be labeled as follows:

Department of General Services
Attention: Karen Miyao
Procurement Division Official
707 West 3rd Street, 2nd Floor
West Sacramento, CA 95605
<Name of Bidder>
RFP DOF-BIS-010
Final Proposal
DO NOT OPEN

<Due date and time indicated in Section I, Key Action Dates>

The bid price and all cost information must be submitted in a separate sealed package. The cost package must be marked "SEALED COST PROPOSAL, RFP DOF-BIS-010 – DO NOT OPEN."

Proposals not submitted under sealed cover and marked as indicated may be rejected.

The bidder must follow the proposal format detailed below to be responsive to this RFP.

The following number of copies of the final proposal must be submitted:

Volume I: Response to Requirements

Hardcopy (1 Master and 10 copies)

Softcopy (1 Master and 1 copy)

Volume II: Completed Contract

Hardcopy (1 Master and 4 copies with original signatures)

Softcopy (1 Master and 1 copy)

Volume III: Cost Data

Hardcopy (1 Master and 10 copies)

Softcopy (1 Master and 1 copy)

B.1 Volume I: Response to Requirements

The bidder's response to the RFP for Volume I must be by section, in the order and format indicated below: Each page must be numbered in a manner of the bidder's own choosing to make easy reference possible.

B.1.1 Cover Letter

The cover letter must be prepared and signed in accordance with Section II, C.5.e, Signature of Bid. The cover letter must be on bidder's official business letterhead stationery and included as first page of Volume I. Cost information cannot be included in the cover letter. The cover letter must contain a statement that substantiates that the person who signs the letter is authorized to bind bidder's firm contractually. The letter shall identify the proposer's manager, who will be the point of contact for this contract. The signature must indicate the title or position that the signer holds in the firm. An unsigned cover letter shall be a basis for rejection.

B.1.2 Response to Requirements

This volume must contain the responses to all requirements. All forms and questionnaires, except for cost data, must be completed and included in this volume. The organization is to be as follows:

Section I – General Items

1. Table of Contents
2. Executive Summary

The Executive Summary should condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal and facilitate the evaluation of the proposal by the state. The Executive Summary should include conclusions and generalized recommendations.

The Executive Summary must also provide a concise profile of the company, emphasizing the history, and current status of the organization, including but not limited to:

- Company ownership and location of offices
- Number of years in business, including number of years providing services specific to this RFP
- Background and history of company
- Organizational chart showing the staffing lines of authority

Section II – Response to Administrative Requirements (Section V)

1. Small Business Preference Questionnaire (Exhibit V-D)
 - Attach certification if applicable
2. Resumes for each staff member of the bidder's proposed project team, including subcontractors
3. Proposed Work Plan
4. Exhibit V-B Conflict of Interest/Confidentiality Certification
5. Exhibit V-C Customer Reference Forms
6. Exhibit V-D Small Business Preference Questionnaire
7. Exhibit V-G Proposed Subcontractors
8. Exhibit V-H Commercially Useful Function Certification

Section III – Response to Business Requirements (Section VI).

B.2 Volume II – Completed Contract

This volume must contain a completed and signed contract, including the Standard 213 form and all riders complete in every detail. See Appendix A, Instructions for Completing the Contract.

B.3 Volume III – Cost Data

Volume III is to be separately sealed and clearly labeled "VOLUME III, COSTS." It will not be opened for evaluation until Volumes I and II have been evaluated and scored as described in Section IX, Evaluation of Proposals. Proposal Volume III must contain the completed cost worksheet.